

 <b>U.S. Department of Transportation</b> Office of the Secretary of Transportation			<b>REQUEST FOR PERSONAL PROPERTY ACQUISITION OR DISPOSAL</b>			1. <input type="checkbox"/> Acquisition <input type="checkbox"/> Disposal		2. Date of Request	
3. Requesting Office						4. Delivery Date Requested			
						5. Telephone No.		6. Routing Symbol	
7. Deliver to (Name, Routing Symbol, Room No.)									
8. Description of Item(s) Requested / Disposed								Quantity Required	Code (See Box 9)
9. Acquisition: I = Initial R = Replacement								Disposal: S = Serviceable U = Unserviceable	
10. Justification of Need									
Authorized Requisitioner						15. Suggested Supply Source (Name and Address)			
11. Signature					Date		16. Appropriation Number		
12. Personal Property									
<input type="checkbox"/> Approval					Signature		17. Modal Agency / Administration		
<input type="checkbox"/> Disapproval					Date				
13. Property Received						17. Modal Agency / Administration			
Signature					Date				
14. Property Posted						17. Modal Agency / Administration			
<input type="checkbox"/> Accountable					By				
<input type="checkbox"/> Non-Accountable					By		Date		

## INSTRUCTIONS

- Item 1. Acquisition / Disposal - Indicate by an "X".
- Item 2. Date of Request
- Item 3. Requesting Office
- Item 4. Requested Delivery Date
- Item 5. Telephone Number - Your number
- Item 6. Routing Symbol - Your routing symbol
- Item 7. Deliver to - Indicate name, address, room number and telephone number.
- Item 8. Item Description:
- a. Description of Item Required / Disposed
  - b. Quantity Requested
  - c. Code - see #9 for explanation
- Item 9. Codes:
- Acquisition - Indicate if item is initial / replacement
- I = Initial
- R = Replacement
- Disposal - Indicate if items are serviceable / unserviceable
- S = Serviceable
- U = Unserviceable
- Item 10. Justification of Need - This entry must be completed for all requests. Use attached page if necessary.
- Item 11. Authorized Requisitioner - To be signed by Property Custodian or Division Chief.
- Item 12. Action Approval - The Property Management Officer will use this space to approve or disapprove the request. If disapproved, the Property Management Officer will indicate why.
- Item 13. Acknowledge Receipt - To be completed by the requisitioner upon receipt of requested item / or to be completed by Property Accounting Section upon receipt of returned item.
- Item 14. To be completed by the Property Accounting Section.
- Item 15. Suggested Sources - Indicate the name and address of at least one possible source of supply for the items requested.
- Item 16. To be completed by your Administrative Officer.
- Item 17. Your agency